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## Overview of New Features

Excel 97 includes numerous new formatting and charting features that both simplify procedures and enhance the appearance of charts and worksheets. These features include:

- **Conditional formatting.** Excel 97 includes a new feature that allows you to apply specific formatting to the contents of cells under certain conditions.
- **Rotated text.** You can rotate text within cells by using this new feature.
- **Merge cells.** By merging the contents of one or more cells, you can create one cell.
- **Chart Wizard enhancements.** Excel 97 consolidates all charting options into one wizard, including the capability to select subtypes and preview the chart in step 1.
- **Chart menu.** This new menu consolidates many common chart-formatting options, including the capability to modify the chart type, location, and source data.
- **Chart toolbar enhancements.** The toolbar includes new features that automate chart modifications.
- **New chart types.** New types include bubble, pie of pie, and bar of pie, as well as three 3-D shapes: pyramid, cone, and cylinder.
- **Chart Tips.** When the mouse pointer hovers over a particular element, a Chart Tip tells you the name of the chart element, as well as its value.
- **Single-click selection.** Rather than having to double-click a chart to activate it and then click the selection that you want to modify, you can now simply select a chart element with a single click.
- **Time-scale chart axes.** Excel 97 includes special formatting options for charts based on a time scale such as month, day, or year.
- **Chart data tables.** You can combine a graphical representation of data as well as the data itself in a single chart.
- **Additional graphical enhancements.** Now you're able to add pictures, textures, and gradient fills to your Excel 97 charts.



**FIG. 16.1**

When you choose type of format to the options on th side of the screen change. If you ch the Currency Cate for example, you determine the nu of decimal places current Symbol, a Negative Number format.

## Formatting Numbers, Dates, and Times

To apply numeric formatting options, select the cell or range of cells that you want to format and then click the appropriate button(s) described in Table 16.1.

**Table 16.1** Numeric Formatting Buttons

Button	Description
	Currency Style
	Percent Style

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Button	Description
	Comma Style
	Increase Decimal
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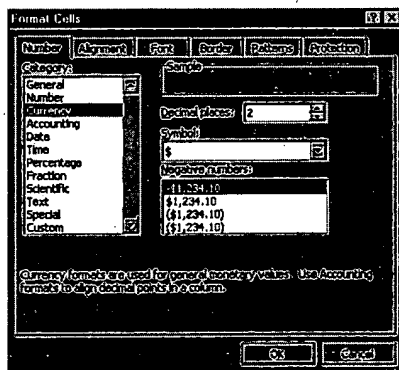
To display revenue data as a currency amount with no decimal places, for example, first select the Currency Style button and then click the Decrease Decimal button twice.

**TIP** You can also open the Format Cells dialog box by right-clicking the data you want to format and choosing **Format Cells** from the shortcut menu.

For more complex numeric formatting, choose **Format, Cells** to open the Format Cells dialog box (see Figure 16.1).

**FIG. 16.1**

When you choose the type of format to apply, the options on the right side of the screen change. If you choose the **Currency** Category, for example, you can determine the number of decimal places, the current Symbol, and the **Negative Numbers** format.



Excel also recognizes common date and time formats, and converts them to the current default format when you enter data. If your default date format is 9/1/97, for example, the entries 9-1-97, 9/1/1997, or 9/01/97 would all be converted to 9/1/97. From the Format Cells dialog box, select either **Date** or **Time** in the **Category** list, then choose from among the default **Types** listed.

## Creating a Custom Numeric Format

If you need a numeric format that Excel 97 doesn't include, you can create it yourself by using a custom format. To do so, choose the **Custom** Category in the **Number** tab of the Format Cells dialog box. Enter the custom format codes in the **Type** text box, using the samples in the drop-down list as a starting point.

If you want to create a custom date or time format, for example, you can use date and time format codes to design a format that is specific to your needs. Table 16.2 lists these codes.

**Table 16.2 Date and Time Format Codes**

Code	Description
m	Month as a number with no leading zero
mm	Month as a number with leading zero
mmm	Month as a three-letter abbreviation
mmmm	Month as a full name
d	Day of week with no leading zero
dd	Day of week with leading zero
ddd	Day of week as a three-letter abbreviation
dddd	Day of week as a full name
yy	Year as a two-digit number
yyyy	Year as a four-digit number
h	Hour with no leading zero
hh	Hour with leading zero
m	Minute with no leading zero
mm	Minute with leading zero
AM/PM	AM or PM indicator

Using these format codes, you can enter **d-mmm-yy h:mm** to represent 30-Aug-97 0:00, for example.

**FIG. 16.2**

You can change the alignment of data in the Alignment tab of the Format Cells dialog box.

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## Formatting Alignment

**TIP**



To center your text across columns, select the cells that you want to center and then click the Merge and Center button on the Formatting toolbar.



From the Formatting toolbar, you can right-align, left-align, or center your text. For other kinds of alignment formatting, select the cells to format and then choose **Format, Cells** to open the



Format Cells dialog box. Figure 16.2 displays the Alignment tab of this dialog box.

## National Credit Counseling Service

<http://www.nccs.org/>

The National Credit Counseling Service's Web site features news about its Debt Management Program for businesses and individuals, as well a full range of information on credit, budgeting, and financial planning.

## Prospect Street

<http://www.prospectstreet.com/>

Prospect Street is a venture capital firm specializing in resources for high-tech entrepreneurs: information technology, software, the Internet, and wireless communications. Its site has links to investment, stock, and technical research sources.

## Securities and Exchange Commission

<http://www.sec.gov/smbus1.htm>

This page of the SEC site opens its small business area where you can find information on taking your small business public. In addition to a complete Q&A, you'll also find current and pending initiatives of interest.

## U.S. Tax Code On-Line

<http://www.fourmilab.ch/ustax/ustax.html>

This Web page allows access to the complete text of the U.S. Internal Revenue Title 26 of the Code (26 U.S.C.). To make cross-referencing easy, hyperlinks are embedded throughout the text.

## International Business and Trade

### Asia-Pacific Economic Cooperation

<http://www.apecsec.org.sg/>

Based in Singapore, this organization's Web site carries information on the 18-member countries' economies, information on intellectual property rights overseas, and a financial procedures guidebook with government procurement outlines.

### Bureau of Export Administration

<http://www.bxa.doc.gov/>

A key element of this site is the EAR Marketplace, a one-stop source for timely Export Administration Regulations data, including a current, searchable copy of the Export Administration Regulations online. You can also find current information on U.S. encryption policy here.

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## **Central and Eastern Europe Business Information Center**

<http://www.itaiep.doc.gov/eebic/ceebic.html>

CEEBIC is a primary information source for doing business in the emerging markets of central and eastern Europe. Each country has a full profile that includes market research and business and trade opportunities. A recently added page features tax and VAT rates for the area.

## **Contact! The Canadian Management Network**

[http://strategis.ic.gc.ca/sc\\_mangb/contact/engdoc/homepage.html](http://strategis.ic.gc.ca/sc_mangb/contact/engdoc/homepage.html)

This bilingual (English and French) site features links to more than 1,500 Canadian small business support organizations. Here you'll also find a small business handbook on doing business in Canada and information on cross-cultural business strategies.

## **The Electronic Embassy**

<http://www.embassy.org/>

The Electronic Embassy provides information on embassies for every country with special attention to those on the Internet. There is also an International Business Center that spotlights commercial and nonprofit organizations providing goods, services, or opportunities to international markets.

## **ExporTutor**

<http://web.miep.org/tutor/index.html>

Is your business export-ready? Follow this site's 10-Step Road Map to Success in Foreign Markets, developed by Michigan State University's International Business Center, to find out. There's also a Quick Consultant with valuable information on everything from Accounting to Value Chain Analysis.

## **India Market Place**

<http://www.indiaintl.com/>

Here you'll find in-depth information on doing business in India, Indian business news updated every business day, extensive information about trade shows being held in India, and links to India-based business management resources, directories and databases, and associations.

## **TrADE-Net Italy**

<http://www.tradenet.it/>

Italy is filled with small- to medium-sized companies known for their quality and desire to export. TrADE-Net Italy has a searchable industry directory organized by category—perfect for finding your company just the right import item.

## Venture Web—Japan

<http://www.venture-web.or.jp/>

Searching for a Japanese connection? Whether you're looking for a partner in Japan or marketing your availability to the Japanese market, you can submit your request for posting on the site. Other site areas shave information on export/import regulations and human resource links.

## Web of Culture

<http://www.worldculture.com/index.html>

The Web of Culture is a wonderful site to visit before working with or going to a new country. The site includes information on business, religion, resources, and holidays. There's even a very visual page about gestures and their meanings in different countries.

# Job Opportunities and Labor Resources

## AFL-CIO

<http://www.aflcio.org/>

The AFL-CIO Web site focuses its information on unionization and other labor-related issues. New sections include an Executive Pay Watch, Ergonomics, Working Women, and Summer Jobs for Seniors.

## America's Job Bank

<http://www.ajb.dni.us/>

A multi-state project of the public Employment Service, America's Job Bank is for both employers and employees. A section on Occupational Employment trends offers an interactive outlook handbook and answers to many surveys such as, "What's the fastest growing occupation?"

## Computer Register

<http://www.computerregister.com/>

If you're in the market for computer consultants or related services, check out these extensive advertisements, including employment. Classifieds are provided for both job seekers and employers.

## CareerPath.com

<http://www.careerpath.com/>

CareerPath.com posts more than 400,000 new jobs on the Internet every month, and is updated daily by newspapers across the U.S. You can search their help wanted database by category, newspaper, and keyword.

**Format Cells** [?] [X]

Number Alignment Font Border Patterns Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample

General format cells have no specific number format.

OK Cancel